

## OFFICE OF THE CHIEF OF POLICE

**SPECIAL ORDER NO. 5**

**February 23, 2016**

**SUBJECT:** **RESPONSE PROCEDURES TO USES OF FORCE INVOLVING PRIVATE CONTRACT SECURITY ASSIGNED TO CITY FACILITIES – ESTABLISHED**

**BACKGROUND:** On January 1, 2013, the Office of Public Safety, Department of General Services, merged into the Los Angeles Police Department (LAPD) and formed Security Services Division (SECSD). Security Services Division assumed responsibility and ancillary oversight of the privately contracted security companies which provide security to City facilities.

**PURPOSE:** This Order establishes Department Manual Section 4/247.10, *Response Procedures to Uses of Force Involving Private Contract Security Assigned to City Facilities*, to address procedures for the Department's response during the investigation of a use of force incident involving a private contract security officer assigned to a City facility.

**PROCEDURE:** Department Manual Section 4/247.10, *Response Procedures to Uses of Force Involving Private Contract Security Assigned to City Facilities*, has been established. Department employees must follow the procedures within this Section when they become aware that a private contract security officer assigned to a City facility and employed by an approved City contracted security company has been involved in a use of force during the course and scope of his/her duties. These procedures do not change the Department's policy regarding the use of force or reporting procedures involving sworn Department employees.

**Note:** A reportable Non-Categorical use of force is defined as an incident in which any contracted security officer whose occupation is to protect City facilities, uses a less-lethal control device or physical force to compel a person to comply with the contracted security officer's direction; or defend any individual from an aggressive action by another person.

The following incidents are not reportable uses of force:

- The use of a C-grip, firm grip, or joint lock to compel a person to comply with a contracted security employee's direction which does not result in an injury or complained of injury; or,
- The use of force reasonable to overcome passive resistance due to physical disability, mental illness, intoxication, or muscle rigidity of a person (e.g., use of a C-grip or firm grip, joint lock, joint lock walk down or body weight) which does not result in an injury or complained of injury.

**I. OFFICER'S RESPONSIBILITIES.** Officers arriving at a scene where a private contract security officer has been involved in a use of force at a City facility shall:

- Notify the Area watch commander (WC) of the incident;
- Canvass the scene for witnesses or evidence;
- Determine which security company employs the involved security officer and identify which City facility he/she is assigned; and,
- Immediately request a SECSD supervisor to respond to their location.

**Note:** If no SECSD supervisor is available, officers must request a field supervisor from the Area/division of occurrence to respond to their location.

**II. SECURITY SERVICES DIVISION/AREA FIELD SUPERVISOR'S RESPONSIBILITIES.** The SECSD/Area field supervisor, upon arrival on scene, shall:

- Determine if a crime occurred;
- Ensure the scene was canvassed for witnesses or evidence;
- Notify the on-duty SECSD WC, as soon as practicable, regarding the use of force and document the incident and information obtained in a Sergeant's Daily Report, Form 15.48.00;
- If a criminal investigation and/or arrest is appropriate, ensure the completion of an Investigative Report (IR), Form 03.01.00, and/or an arrest in compliance with Department procedures;
- Verify with the private contract security officer that his/her company supervisor is responding to the location to conduct an independent investigation;
- Obtain the rank, name and identifying information of the involved private contract security officer(s) and the private contract security officer's supervisor conducting the use of force review; and,
- Obtain copies of all reports detailing the incident, including any written review by the involved private contract security company (when available) and forward to SECSD via Department mail as soon as practical.

**III. AREA WATCH COMMANDER'S RESPONSIBILITIES.** If an Area supervisor responds to the scene of a use of force involving a contracted security officer at a City facility, the Area WC shall:

- Document the use of force incident in a Watch Commander's Daily Report, Form 15.80.00; and,
- Forward one copy of the Sergeant's Daily Report, if applicable, and the Watch Commander's Daily Report to SECSD via Department mail as soon as practical.

**IV. SECURITY SERVICES DIVISION WATCH COMMANDER'S RESPONSIBILITIES.** Upon notification that a private contract security officer has been involved in a use of force, the SECSD watch commander shall:

- Ensure a SECSD supervisor responds to the scene of the use of force involving the private contract security officer to conduct an investigation;
- Document the following in the narrative portion of the Watch Commander's Daily Report:
  - The name and serial number of the involved private contract security officer and the private security officer's supervisor that responded to the scene of the use of force; and,
  - The on-scene disposition, including which entity handled the incident/investigation (e.g., security company, SECSD and/or Area detectives).

- When it is determined that a use of force is non-criminal in nature, ensure a SECSD supervisor completes an Employee's Report, Form 15.07.00, documenting the following:

**Note:** In the absence of a SECSD supervisor, an Area/division supervisor should complete the Employee's Report.

- Incident number;
- Date, time and location of the use of force;
- Name and serial number of the private contract security officer(s) involved in the use of force;
- Names and contact information of all involved parties and/or witness(es) to the use of force;
- Injuries to any party; and,
- Summary of the incident, including identification, and any statements obtained.

**Note:** The original Employee's Report is filed within SECSD and a copy is forwarded to the Assistant to the Director, Office of Special Operations.

- Whenever practicable, ensure that an Area detective responds to the scene to conduct an investigation if it is determined that the use of force is criminal in nature; and,
- If it is determined that there is any deviation from the security company's procedures and protocols, as outlined in the contract between the security company and the LAPD, document the discrepancy on an Employee's Report.

**V. AREA DETECTIVE'S RESPONSIBILITIES.** Area detectives are responsible for investigating all crime reports and filing all cases and arrests resulting from uses of force by private contract security officers.

**VI. SECURITY SERVICES DIVISION COMMANDING OFFICER'S RESPONSIBILITIES.** The Commanding Officer, SECSD, shall ensure compliance with the contract by all private security companies.

**AMENDMENT:** This Order adds Section 4/247.10 to the Department Manual.

**AUDIT RESPONSIBILITY:** The Commanding Officer, Audit Division, shall review this directive and determine whether an audit or inspection shall be conducted in accordance with Department Manual Section 0/080.30.



CHARLIE BECK  
Chief of Police

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